

**BPOS 902TS Q&A**  
**30 Dec 2010 Ver 01**

No	Questions
1.	<p>Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on OET's approved contractor time sheet, or if selected vendor will be paid based on completed/signed-off deliverables.</p> <p><b><u>Answer:</u></b> The vendor will be paid on an hourly basis for services rendered and based on the submission of the approved contractor time sheet.</p>
2.	<p>What is the dollar amount budgeted for this SOW?</p> <p><b><u>Answer:</u></b> Funding beyond this first phase will be incremental based on progress and available budgets.</p>
3.	<p>Is there an incumbent vendor/resource(s) currently providing the services outlined in this SOW?</p> <p>If yes, can you please provide the name of the incumbent vendor/resource?</p> <p><b><u>Answer:</u></b> A number of internal State and external vendors have previously taken phase leadership roles for these services. We do not however, plan on supplying that list of previous leaders.</p>
4.	<p>Please confirm that anticipated duration for which the staff augmentation resource(s) will be needed is from contract execution date thru January 7<sup>th</sup> 2011 – March 31<sup>st</sup> 2011?</p> <p>What is the potential extension dependant on?</p> <p><b><u>Answer:</u></b> The initial duration and funding is as stated in the question. It is the plan to definitely extend the duration beyond this initial phase based on appropriate project progress, an approved risk mitigation plan and available funding.</p>
5.	<p>Please confirm that anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract.</p> <p>If no, please provide anticipated utilization.</p> <p><b><u>Answer:</u></b> Yes, this is to be full time work, 40 hours per week, Monday thru Friday, 8-5PM.</p>
6.	<p>What is the anticipated daily work schedule for selected vendor resource(s) (8:00 AM to 5:00 PM, Monday thru Friday)?</p>

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	<p><b><u>Answer:</u></b> See answer to question 6 above.</p>
7.	<p>Does OET anticipate that selected resource(s) will be expected to perform any off-hours or weekend work under the scope of this SOW?</p> <p><b><u>Answer:</u></b> As a general rule, we do not plan off hours and weekend work for this particular service. If it is needed, agreement will first be requested of the vendor.</p>
8.	<p>Please confirm that OET will provide selected resource(s) with work space, and all necessary hardware/software and laptop/desktop computer to perform the responsibilities outlined in this SOW.</p> <p><b><u>Answer:</u></b> Yes, OET will provide selected resource(s) with work space, and all necessary hardware/software and laptop/desktop computer to perform the responsibilities outlined in this SOW.</p>
9.	<p>Please confirm that OET expectation is that selected vendor resource(s) will be working 100% on-site at OET facility located at 658 Cedar St., St. Paul, MN 55155.</p> <p><b><u>Answer:</u></b> The primary work location will be at the Centennial Office Building (COB) with occasional meetings at State Agencies within the Twin Cities.</p>
10.	<p>Please confirm that the OET Project Manager will be responsible for assigning and directing selected resource's work tasks.</p> <p><b><u>Answer:</u></b> The project manager will be operating in a matrix environment setting up and driving the project schedule utilizing the project personnel provided by the various State OET resource managers. We are a PMBOK framework shop.</p>
11.	<p>Please confirm that response to vendor questions won't be posted until 12/30/2010 with a proposal due date of 1/3/2011?</p> <p>If this is OET's expectations, given the holiday weekend would OET consider extending the proposal due date to give vendors time to find qualified candidates and compose their proposal?</p> <p><b><u>Answer:</u></b> The urgency of this project requires quick turnaround and as such the schedule noted in this offering must be maintained.</p>
12.	<p>Under the "Response Requirements" outlined in this SOW, it states "minimum of three resumes".</p>

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	<p>Are vendors able to submit less than three resumes?</p> <p><b><u>Answer:</u></b> Yes. The vendor may just submit only one resume and still be in full compliance with the offering requirements..</p>
13.	<p>Can the PM work 50% of the time from a remote office on this project?</p> <p><b><u>Answer:</u></b> No. This is full time, 40 hours per week, on-site assignment.</p>